

# HCBS/AUTISM - 4<sup>th</sup> Year Extension Request Process

**Autism Specialist (AS)** identifies a need for a one (1) time 1 year extension.



**AS** will: submit all required documentation/written recommendation to MCO at least **120 days** prior to last day of service (LDOS)



**MCO** will:

- Review the **AS** written recommendation and all supporting documentation
- Contact the **AS** and acquire any missing documentation
- Submit all supporting documentation; AS written recommendation; MCO written recommendation; and KDADS-MCO Referral Form to HCBS/Autism Program Manager (Cc: [HCBS-KS-@kdads.ks.gov](mailto:HCBS-KS-@kdads.ks.gov)) no later than **90 days** prior to LDOS



**Autism Program Manager** will:

- Review all supporting documentation; and written reviews
- Notify the family of final decision via a NOA (Cc: MCO; AS; Functional Eligibility Specialist) no later than **30 days** prior to LDOS

\*All supporting documentation/written recommendations must be submitted to the HCBS/Autism Program Manager 90 days prior to the child's last day of service. The state will not review any extension request packets that contain missing/insufficient documentation from the Autism Specialist/MCO.